



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

March 7, 2003

INSPECTOR GENERAL INSTRUCTION 5025.3

SUBJECT: DoD Policy Coordination

References:

- a. DoD Directive 5025.1, "DoD Directives System," July 27, 2000, with Change 1, September 11, 2000
- b. DoD 5025.1-M, "DoD Directives System Procedures," March 5, 2003
- c. IGDM 5025.1, "OIG DoD Publications Policies and Procedures," November 12, 2002

A. Purpose. This Instruction establishes policies and procedures, and assigns responsibilities within the Office of the Inspector General of the Department of Defense (OIG DoD) concerning DoD policy coordination.

B. Applicability. This Instruction applies to the offices of the Inspector General; the Assistant Inspectors General; the Director, Administration and Information Management; all OIG DoD, assigned staffs and offices; and, as appropriate, the Office of the Deputy General Counsel (Inspector General) (ODGC, IG). For purposes of this Instruction, these organizations are referred to collectively as OIG components.

C. Discussion. This Instruction provides OIG DoD policy for centrally managing the coordination and staffing of proposed DoD policy issuances (DoD directives, instructions, etc.). Frequently these documents arrive at the OIG DoD via electronic-mail (e-mail) or by paper correspondence to individuals or components that are not the appropriate source for coordinating the official OIG DoD response. It is for this reason that clarification is needed to identify and formalize the procedures for coordinating and processing these documents. All correspondence received (whether by e-mail or paper) in the OIG DoD pertaining to proposed/draft DoD issuances/policy must be forwarded to the Policy, Procedures and Management Services Branch (PPMSB), Administrative Services Division (ASD), Administration and Logistics Services Directorate (ALSD), Office of Administration and Information Management (OA&IM). The Director, OA&IM, has the central management role for coordinating this type of correspondence. The DoD issuances (except policy type memorandums) are coordinated using the SD Form 106, "DoD Directives System Coordination Record" (see Figure 2).

1. The only exception to the above process is when an OIG DoD staff is working on a Process Action Team (PAT), or other similar situation, and is asked to comment unofficially on a working draft of a DoD issuance, report, or memorandum *before official DoD staffing*. The OIG DoD staff should advise their management chain that unofficial comments were made.

D. Policy. In accordance with references a and b, it is mandatory that all DoD issuances be coordinated with the General Counsel, DoD; the Inspector General of the Department of Defense; and the Director of Administration and Management, DoD. In compliance with this guidance, the following OIG DoD policy is established:

1. The PPMSB, ASD, ALSD, OA&IM, shall formally coordinate and staff all official DoD requests for coordination and review of proposed/draft DoD issuances, including draft DoD policy memoranda, regulations, etc. (see definition of "DoD Issuances" in Appendix A). This applies regardless of how the request is received at the OIG DoD (e.g., correspondence, e-mail, etc.).
2. Only the Inspector General or his designee may approve OIG DoD positions on, or comments to, proposed DoD issuances.
3. OIG Component Heads (AIG's and OIG Component Directors) shall approve all coordinations/comments to applicable DoD issuances and ensure requests for coordination of proposed DoD issuances and due dates established by the PPMSB, ASD, ALSD, OA&IM, receive meaningful consideration.
4. All proposed DoD issuances for which the OIG DoD is the proponent/office of primary responsibility (OPR) must be staffed internally before formal external DoD staffing commences. See Appendix B, Section 2, for further details.

E. Definitions. See Appendix A.

F. Responsibilities

1. The **Inspector General or his designee** shall be the approving official for all OIG DoD positions on, or comments to, proposed DoD issuances.
2. The **Director, OA&IM**, shall have the central management role for ensuring formal coordination, staffing, and preparation of all OIG DoD responses pertaining to draft DoD issuances.
3. The **PPMSB, ASD, ALSD, OA&IM**, shall:
 - a. Be the sole liaison and OIG DoD point of contact with the DoD Directives and Records Division, Washington Headquarters Services (WHS).
 - b. Receive, coordinate, staff, and prepare the final package for the Inspector General or designee approval of the OIG DoD position on draft DoD issuances.
 - c. Ensure compliance with references a and b in matters related to DoD issuances.
 - d. Provide advice on matters related to DoD issuances.
4. **OIG Component Heads** shall:
 - a. Ensure component employees are aware of the policy and procedures in this Instruction.
 - b. Be responsible for immediately forwarding all incoming correspondence or e-mails requiring official coordination of proposed DoD issuances to the PPMSB, ASD, ALSD, OA&IM.

c. Review, and if applicable, comment on proposed DoD policy documents within assigned timeframes.

d. Follow prescribed guidance in references a and b and this Instruction when preparing and processing a DoD issuance for which the OIG DoD is the DoD issuance proponent/OPR.

e. Approve all coordination responses under their cognizance and inform the PPMSB, ASD, ALSD, OA&IM, accordingly.

f. Coordinate all DoD issuances for which the OIG DoD is the proponent/OPR with the PPMSB, ASD, ALSD, OA&IM, before formal external DoD staffing and before final approval of the issuance by the Inspector General or designee. (See Appendix B, Section 2, for further details.)

5. OIG DoD Employees shall:

a. Comply with the policy and procedures in this Instruction and with the references listed herein.

b. Immediately forward all incoming correspondence or e-mails pertaining to an official request to review proposed DoD issuances to the PPMSB, ASD, ALSD, OA&IM, for appropriate coordination and staffing.

c. Upon reviewing draft issuance, forward to the OIG Component Head position on recommendation (e.g., concur, concur with comment, or nonconcur) for approval. See Appendix B for the three types of responses to DoD issuances.


d. Be advised that it is not necessary to formally staff unofficial comments that are made at the PAT level (or other similar situation) to working drafts of DoD proposed documents such as issuances, reports, or memoranda *before* official DoD staffing.

6. The **Deputy General Counsel (Inspector General)** shall provide legal interpretation of DoD issuances whenever legal implications arise and review significant proposed OIG DoD comments to proposed issuances.

G. Procedures. See Appendix B.

H. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


Joel L. Leson
Director
Office of Administration
and Information Management

APPENDIX A DEFINITIONS

1. **DoD Directive.** A broad DoD policy document containing what is required by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components within their specific areas of responsibilities. The DoD Directives establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities. One-time tasking and assignments of deadlines are not appropriate in DoD Directives. The DoD directives are approved by the Secretary or Deputy Secretary of Defense.
2. **DoD Directive-type Memoranda.** A memorandum issued by the Secretary or Deputy Secretary of Defense or Office of the Secretary of Defense (OSD) Principal Staff Assistants that, because of time constraints, cannot be published in the DoD Directives System at the time of signature. Reference b requires directive-type memoranda be converted to a DoD issuance within 180 days from the date of signature unless the subject is classified, has limited distribution, or has limited or temporary relevance. A copy of the signed memorandum shall be provided to the DoD Directives and Records Division, Washington Headquarters Services.
3. **DoD Directives and Records Division, Washington Headquarters Services (WHS).** The DoD Directives and Records Division, WHS, is the office within the Department that manages all DoD issuance. The WHS program is referred to as the "DoD Directives System." The DoD Directives System provides for the orderly processing, approval, publication, distribution, internal review, and records management of DoD Directives, DoD Instructions, and DoD Publications. The DoD Directives and Records Division, WHS, web site is www.dtic.mil/whs/directives/index.html. All current unclassified DoD issuance can be found at this web site. The Department no longer publishes DoD issuances in hard copy.
4. **DoD Instruction.** A DoD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities.
5. **DoD Issuances.** DoD Directives, DoD Instructions, DoD Publications, DoD Directive-type memoranda (e.g., policy memoranda) and their changes.
6. **DoD Issuance Proponent.** The DoD Office of Primary Responsibility (OPR) responsible for maintaining a DoD issuance. This includes developing and preparing the DoD issuance for formal coordination within the DoD. A DoD component becomes the issuance's OPR based on the issuance's relevancy to the component's mission. For example, the OIG DoD is the proponent/OPR for DoD issuances that deal with audit and criminal investigative policy and oversight (e.g., DoD Directive 7600.2, "Audit Policies").
7. **DoD Publications.** DoD issuances that implement or supplement DoD Directives and Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. DoD Publications include: Catalogs, Directories, Guides, Handbooks, Indexes, Inventories, Lists, Manuals, Modules, Pamphlets, Plans, Regulations, and Standards that implement or supplement DoD Directives or DoD Instructions.
8. **OSD Principal Staff Assistants.** The OSD officials holding Presidential appointments, Assistants to the Secretary of Defense and OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

APPENDIX B PROCEDURES

1. Procedures for OIG DoD Responses to DoD Issuances

a. When an OIG component, other than the Policy, Procedures, and Management Services Branch (PPMSB), ASD, ALSD, OA&IM, receives an official request to review a proposed DoD issuance, regardless of its format (correspondence, e-mail) they will immediately forward it to the PPMSB for proper OIG DoD coordination. Once the official request for review of DoD issuances is received by the PPMSB, the PPMSB shall:

(1) Log the DoD issuance into the PPMSB DoD Issuance Data Base for tracking and summary purposes.

(2) Review the documents to determine if actual coordination is required within the OIG DoD, and if so, which OIG components should review the issuance.

b. If the issuance requires coordination within the OIG DoD, a tasking memorandum from the Chief, ASD, and the DoD issuance will be delivered via the OIG DoD mailroom to the appropriate OIG component to initiate the review process. The tasking memorandum will include specific instructions on how to provide a response to the PPMSB, a response due date, and the PPMSB action officer. If an OIG component is a "cc" recipient, a response is not required unless the OIG component believes comments are warranted. If a "cc" component plans to comment, that fact should be made known to the PPMSB action officer as soon as possible as sometimes the OIG DoD official response is prepared and completed before the actual PPMSB tasking due date. A sample ASD tasking memorandum is at Figure 1.

c. The above coordination procedures are followed for all PPMSB taskings except for the following two situations:

(1) Coordination of DoD Financial Management Regulations (FMRs). All draft FMRs are received at the OIG DoD/PPMSB from the Under Secretary of Defense (Comptroller) via e-mail. The subsequent tasking within the OIG DoD is also done via e-mail with the FMR chapter(s) attached. The FMRs normally get limited distribution within the OIG DoD. Similar to the memorandum tasking, the tasking e-mail will contain the necessary instructions to provide a response.

(2) Short-Turnaround and/or Request for Review Received Electronically. When extreme time constraints are imposed on the OIG DoD to review a DoD issuance and/or the request is received electronically, the request for comments may be requested via e-mail to OIG components similar to the FMR procedures above.

d. DoD Issuance Response Formats and Types

(1) The OIG Component Head can respond to the PPMSB via e-mail and/or via memorandum. If an OIG component response is forwarded via a memorandum, an electronic copy of the response also should be provided to the PPMSB action officer via e-mail.

(2) One of three DoD issuance review responses is to be provided by the OIG Component Head to the PPMSB, ASD, ALSD, OA&IM, in accordance with reference b as follows:

(a) Concur: A concur indicates that the reviewing OIG component has no comments to the issuance and accepts the issuance "as is."

(b) Concur with Comment. Means that while the OIG component concurs with the overall issuance, comments are provided to improve or clarify the issuance. ***Specific wording/replacement wording or comments must be provided to the PPMSB.*** It should be noted that a concur with comment response does not mean that the DoD Issuance Component/OPR will accept the comments. In most cases they are accepted. If the OIG Component believes that its comments are absolutely necessary, then a nonconcur may be appropriate.

(c) Nonconcur. A nonconcur response means that the DoD issuance is unacceptable to the reviewing OIG component and unless changed, the issuance will be in error or significantly faulty. Specific wording or comments must be provided to the PPMSB for all nonconcur responses to bring the issuance into a concur status.

e. Once all responses are received by the PPMSB, the PPMSB action officer will review the comments, if any, and prepare them for review and approval by the Inspector General or designee. Before sending the comments to the Inspector General for approval, the PPMSB will provide the applicable OIG Component Head(s) the draft response for final review and comment. Normally one day is given for OIG Component Head final review.

f. Once the Inspector General or designee approves the coordination response, the applicable coordination document is provided to the DoD OPR, the PPMSB DoD Issuance Data Base is updated, and the case file is closed and filed.

2. Procedures When the OIG DoD is the Proponent/OPR for a DoD Issuance

a. The following procedures address PPMSB's involvement in the processing of DoD issuances for which the OIG DoD is the proponent/OPR for the DoD. The following procedures do not address all of the procedures necessary in processing and coordinating a DoD issuance by the OIG component. Such specific procedures are found in reference b. The PPMSB is involved at the beginning and at the end of the process at which times interaction with the Inspector General and the DoD Directives and Records Division (DDRD), WHS, is required. The PPMSB, however, is available to assist OIG component action officers at any time during the process.

b. When it is decided that a DoD issuance, for which the OIG DoD is the proponent/OPR, must be issued, reissued, changed, or cancelled, the OIG component action officer must first coordinate the issuance internally within the OIG DoD. While the OIG Component action officer decides who within the OIG DoD should receive the draft issuance for review, in all cases the ODGC, OIG, shall be provided the draft issuance for review. The IG Form 5025.1-3 may be used for internal coordination of the DoD issuance. After the internal coordination is complete, and the issuance is ready for external DoD coordination, the following procedures that involve the PPMSB shall be followed:

(1) The OIG component action officer shall prepare a SD Form 106, "DoD Directives System Coordination Record" (see Figure 2). The SD Form 106 is the standard DoD form used to coordinate a new, reissuance, change, or cancellation of a DoD issuance. Procedures on how to complete the SD Form 106 are contained in reference b. The Inspector General (or his designee) will sign the SD Form 106 to commence the official DoD coordination process.

(2) When the SD Form 106 is ready for signature, it, along with a copy of the draft DoD issuance and results of internal OIG coordination shall be forwarded to the PPMSB. The PPMSB will review the SD Form 106 for accuracy and subsequently forward the SD Form 106 package to the Inspector General for approval and signature.

(3) Once the Inspector General signs the SD Form 106, the PPMSB will make a copy of the documents and return the original SD Form 106 package to the OIG component action officer to initiate the external DoD coordination process. Although not officially required, it is suggested that the OIG component action officer include with the SD Form 106 and draft issuance a short cover memorandum addressed to SD Form 106 DoD recipients requesting point-of-contact information. This type of information will assist the OIG component action officer in managing the DoD coordination process concerning the status of a DoD component's review. A sample SD Form 106 cover memorandum is provided at Figure 3.

(4) When the OIG component action officer has received all comments from the requested DoD components and all outstanding issues have been resolved, the OIG component action officer will forward a memorandum to the Director, OA&IM, signed by the OIG Component Head summarizing the coordination efforts including reasons why any significant comments were not incorporated into the DoD issuance. The memorandum will include the following attachments:

- (a) A brief summary of the major changes to the issuances,
- (b) The *original* copies of all comments and/or SD Form 106s,
- (c) An electronic and hard copy of the DoD issuance; and
- (d) A list of the DoD coordinating officials in the format prescribed in reference b.

(5) The PPMSB will review the package for accuracy and forward the package to the DDRD WHS for their review and pre-approval. The package sent to the DDRD WHS also will include a PPMSB prepared draft memo from the Inspector General to Director, WHS, forwarding the package. The DDRD WHS will review the package and prepare the issuance for posting on the DoD Publications web site. If the WHS DDRD requires additional information or corrections, the package will be returned to the OIG component via the PPMSB and then resubmitted to the DDRD WHS by the PPMSB. Once the DDRD WHS has approved the draft package, it will return the package to the PPMSB action officer for approval/signature by the Inspector General. The Inspector General may sign DoD Instructions. The Secretary or Deputy Secretary of Defense signs DoD Directives and thus the Inspector General would sign a memorandum forwarding the directive package to the Secretary or Deputy Secretary of Defense via DDRD WHS.

(6) When the Inspector General approves the package, the originals will be returned to the WHS and copies will be provided to the OIG component action officer and for the PPMSB file.

November 2, 2002

OA&IM

MEMORANDUM FOR ASSISTANT INSPECTOR GENERAL FOR AUDITING
ASSISTANT INSPECTOR GENERAL FOR INTELLIGENCE
ASSISTANT INSPECTOR GENERAL FOR INVESTIGATIONS

SUBJECT: DoD Voting Action Plan

The Inspector General was requested to recoordinate on the subject Plan.

The subject plan administers the provisions of DoD Directive 1004, "Federal Voting Assistance Program," September 4, 1996, and disseminates information and voting guidance for military members and their families and U.S. citizens residing outside the United States.

On page 8, paragraph 6 of the plan, it states that "Inspectors General shall review command voting assistance programs and plans, . . ." but we assume that refers to Military IGs.

To prepare a consolidated Inspector General response, request you review the attached and respond by indicating whether you concur, concur with comment or nonconcur with it as written. An annotation of "noted" is not considered responsive. Concurrence with comment or nonconcurrence responses require written rationale to support your position and should be keyed to specific paragraphs to include *specific* recommended wording when additions or changes to the text are needed. ***All responses must be forwarded and approved at the AIG, DAIG, or OIG Director level.*** When a nonconcur is forwarded by memorandum, please e-mail a copy of the nonconcur and rationale to the OA&IM action officer. Editorial comments are not solicited. Concur and concur with comment responses should be made by e-mail. ***If the above procedures are not adhered to, the response will not be accepted and will be returned.***

Request your input by **November 12, 2001**. The point of contact for this action is Mr. Doug Saunders, 604-9777.

Joseph E. Caucci
Chief
Administrative Services Division

Attachment

DIR-DI
DIR-HRD
ODGC(OIG)

Figure 1. Sample ASD-ALSD-A&IM tasking memorandum

DOD DIRECTIVES SYSTEM COORDINATION RECORD			
(Please read instructions on back before completing form.)			
1. SECURITY CLASSIFICATION (X one)		2. DOD ISSUANCE NUMBER (Leave blank for new issuances)	
<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> CONFIDENTIAL		
<input type="checkbox"/> SECRET	<input type="checkbox"/> UNCLASSIFIED		
5. COORDINATION SUSPENSE DATE (YYYYMMDD) (insert a minimum of 45 working days from the date this form is signed by the Originating Authorizing Official)		3. TYPE OF DOD ISSUANCE (X one)	
		<input type="checkbox"/> DOD DIRECTIVE	
		<input type="checkbox"/> DOD INSTRUCTION	
		<input type="checkbox"/> DOD PUBLICATION	
		<input type="checkbox"/> ADMINISTRATIVE INSTRUCTION	
		4. TYPE OF ACTION (X one)	
		<input type="checkbox"/> NEW	
		<input type="checkbox"/> REISSUANCE	
		<input type="checkbox"/> CHANGE	
		<input type="checkbox"/> CANCELLATION	
6. SUBJECT (Title of Issuance)		7. PURPOSE AND REMARKS (Continue on back if necessary)	
8. FEDERAL REGISTER PUBLICATION REQUIRED (X one)			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
9. REPORTING REQUIREMENTS (X all that apply)		10. FORMS PRESCRIBED (X one)	
<input type="checkbox"/> OMB <input type="checkbox"/> RCS <input type="checkbox"/> IRCN		<input type="checkbox"/> YES <input type="checkbox"/> NO	
11. PRIVACY REQUIREMENTS (X one)		12. DISTRIBUTION STATEMENT (X one)	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> A - Unlimited <input type="checkbox"/> B - Limited	
		<input type="checkbox"/> C - Classified	
13. a. ACTION OFFICER NAME (Last, First, Middle Initial) (Print or type)		b. OFFICE DESIGNATION	
c. COMPLETE MAILING ADDRESS		d. TELEPHONE (Include Area Code)	
		e. FAX NUMBER (Include Area Code)	
		f. E-MAIL ADDRESS	
14. a. ORIGINATING AUTHORIZING OFFICIAL (Principal Staff Assistant or Principal Deputy) (Sign and print or type name)		b. POSITION TITLE (Print or type)	
		c. DATE SIGNED	
15. COORDINATING OFFICIALS (X all that apply) Only those officials authorized in writing may coordinate on DoD issuances. For guidance on appropriate signature levels, see instructions for Item 16 and Chapter 7 of DoD 5025.1-M. The preprinted "X" indicates the MANDATORY COORDINATORS.)			
UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS DIR DEFENSE RESEARCH AND ENGINEERING ATSD FOR NUCLEAR CHEMICAL BIOLOGICAL DEFENSE PROGRAMS DUSD (ACQUISITION AND TECHNOLOGY) DUSD (LOGISTICS AND MATERIEL READINESS) DIR DEFENSE CONTRACT MANAGEMENT AGENCY DIR MISSILE DEFENSE AGENCY DIR DEFENSE LOGISTICS AGENCY DIR OFFICE OF ECONOMIC ADJUSTMENT DIR DEFENSE THREAT REDUCTION AGENCY DIR DEFENSE ADVANCED RESEARCH PROJECTS AGENCY		ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS DIR AMERICAN FORCES INFORMATION SERVICE X GENERAL COUNSEL, DEPARTMENT OF DEFENSE DEFENSE LEGAL SERVICES AGENCY X INSPECTOR GENERAL, DEPARTMENT OF DEFENSE DIRECTOR OPERATIONAL TEST AND EVALUATION ASSISTANT TO THE SECRETARY OF DEFENSE FOR INTELLIGENCE OVERSIGHT	
UNDER SECRETARY OF DEFENSE FOR POLICY PDUSD (POLICY) ASD (HOMELAND DEFENSE) ASD (INTERNATIONAL SECURITY AFFAIRS) ASD (INTERNATIONAL SECURITY POLICY) ASD (SPECIAL OPERATIONS/LOW-INTENSITY CONFLICT) DIR DEFENSE SECURITY COOPERATION AGENCY DIR DEFENSE POW/MIP OFFICE DIR DEFENSE TECHNOLOGY SECURITY ADMINISTRATION		X DIRECTOR OF ADMINISTRATION AND MANAGEMENT, OSD (2 copies) DIR PENTAGON FORCE PROTECTION AGENCY DIR WASHINGTON HEADQUARTERS SERVICES DIRECTOR FORCE TRANSFORMATION DIRECTOR NET ASSESSMENT DIRECTOR PROGRAM ANALYSIS AND EVALUATION	
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS PDUSD (PERSONNEL AND READINESS) ASD (HEALTH AFFAIRS) ASD (RESERVE AFFAIRS) DUSD (READINESS) DUSD (PROGRAM INTEGRATION) DIR DEFENSE COMMISSARY AGENCY DIR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY DIR TRICARE MANAGEMENT ACTIVITY DIR DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY		SECRETARY OF THE ARMY SECRETARY OF THE NAVY SECRETARY OF THE AIR FORCE CHAIRMAN OF THE JOINT CHIEFS OF STAFF DIRECTOR NATIONAL IMAGERY AND MAPPING AGENCY	
UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER DIR DEFENSE CONTRACT AUDIT AGENCY DIR DEFENSE FINANCE AND ACCOUNTING SERVICE		DIRECTOR NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY AGENCY OTHER (Identify)	
ASSISTANT SECRETARY OF DEFENSE FOR COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE DIR DEFENSE INTELLIGENCE AGENCY DIR DEFENSE SECURITY SERVICE DIR DEFENSE INFORMATION SYSTEMS AGENCY DIR DOD COUNTERINTELLIGENCE FIELD ACTIVITY		16. a. COORDINATING OFFICIAL (Principal Staff Assistant or Principal Deputy) (Sign and print or type name)	
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS		b. POSITION TITLE (Print or type)	
		c. DATE SIGNED	

SD FORM 106, FEB 2003

PREVIOUS EDITION IS OBSOLETE.

Reset

Figure 2. SD Form 106, "DoD Directives System Coordination Record" (Front)

7. PURPOSE AND REMARKS (Continued)	
INSTRUCTIONS FOR COMPLETING SD FORM 106	
<p>ITEM 1. SECURITY CLASSIFICATION Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.</p> <p>ITEM 2. DOD ISSUANCE NUMBER For a new DoD issuance, leave this item blank for completion by the Directives and Records Division, WHS. For a revision, change, or cancellation of a DoD issuance, enter the existing number of the DoD issuance.</p> <p>ITEM 3. TYPE OF ISSUANCE Place an "X" in the appropriate box to indicate the type of DoD issuance.</p> <p>ITEM 4. TYPE OF ACTION Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.</p> <p>ITEM 5. COORDINATION SUSPENSE DATE Enter the date that the coordination must be received by the originating OSD Component. The date must be 45 working days (does not include weekends and holidays) from the date this form is signed by the Originating Authorizing Official in Item 14.a.</p> <p>ITEM 6. SUBJECT (Title of Issuance) Enter the subject of the DoD issuance. It shall be no more than three lines in length.</p> <p>ITEM 7. PURPOSE AND REMARKS Enter the reason for the action and provide any supplementary or background information to support the action. If the DoD issuance should be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in this block.</p> <p>ITEM 8. FEDERAL REGISTER PUBLICATION REQUIRED Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register. See Administrative Instruction No. 102.</p> <p>ITEM 9. REPORTING REQUIREMENTS Place an "X" in all boxes that apply. See DoD 8910.1-M.</p> <p>ITEM 10. FORMS PRESCRIBED Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms.</p> <p>ITEM 11. PRIVACY REQUIREMENTS Place an "X" in the appropriate box to indicate whether the DoD issuance addresses matters relating to the collection, maintenance, use or dissemination of personal information regarding U.S. citizens or aliens admitted for permanent residence.</p>	<p>ITEM 12. DISTRIBUTION STATEMENT Assign an appropriate distribution statement: A - Approved for public release; distribution is unlimited. B - Approved for release to U.S. Government employees and their contractors; distribution is limited. C - Classified; distribution approved by Office of Primary Responsibility only.</p> <p>ITEM 13. ACTION OFFICER Enter the action officer's name, office designation, complete mailing address, telephone number, fax number, and e-mail address.</p> <p>ITEM 14. ORIGINATING AUTHORIZING OFFICIAL (Principal Staff Assistant or Principal Deputy) Obtain the signature of the Principal Staff Assistant or Principal Deputy. This official authorizes the coordination of the DoD issuance.</p> <p>ITEM 15. COORDINATING OFFICIALS Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance shall be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in Item 7. The preprinted "X" identifies the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.).</p> <p>ITEM 16. COORDINATING OFFICIAL (Principal Staff Assistant or Principal Deputy) Obtain the signature of the Principal Staff Assistant or Principal Deputy. For additional guidance on the appropriate signature levels, see Chapter 7 of DoD 5025.1-M. <u>DoD Directives:</u> Because Directives establish DoD-wide policy and are signed only by the Secretary or Deputy Secretary of Defense, they are coordinated at the highest level. Coordinating officials shall be the Under Secretaries of Defense or their Principal Deputies, the Chairman or Vice Chairman of the Joint Chiefs of Staff, other Principal Staff Assistants or their Principal Deputies who report directly to the Secretary of Defense, and the Secretaries or Under Secretaries of the Military Departments or a Principal Staff Secretary. <u>DoD Instructions, Publications, and Administrative Instructions:</u> Coordinating officials on these issuances may include any of the officials authorized to coordinate on a DoD Directive or any other official who is designated in writing to coordinate on such issuances by a Principal Staff Assistant or Principal Deputy cited above.</p>
SD FORM 106 (BACK), FEB 2003	
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Reset</div>	

Figure 2. SD Form 106, "DoD Directives System Coordination Record" (Back)

MEMORANDUM FOR SD FORM 106 ADDRESSEES

SUBJECT: Reissuance of DoD Instruction 5505.3, "Initiation of Investigations by Military Criminal Investigative Organizations" - SD 106 Coordination

Please provide the name, phone number, fax number, and email address of the action officer assigned to work the subject/attached DoD Instruction. Request the information be e-mailed to joyceauditor@dodig.osd.mil.

The attached SD 106 should be coordinated at the proper level, dated, and returned to Ms. Joyce Auditor, OIG DoD-AUD, 400 Army Navy Drive, Suite 800, Arlington, VA. 22202, no later than September 14, 2002. Ms. Auditor can be reached at 703-604-XXXX.

Attachments

Figure 3. Sample Memorandum Accompanying SD Form 106 to Request DoD Coordination Action Officer Information